

## Week Six – Implement Strategies

Implementation brings the agency's workforce plan to life. An agency may need a separate action plan to address the implementation of each strategy in the workforce plan. Before implementing the plan, agencies should:

- Ensure that there is executive support for the workforce strategies.
- Allocate necessary resources to carry out identified workforce strategies.
- Clarify roles and responsibilities in implementing strategies. This includes identifying who is involved in implementing what, and where coordination among different parts of the organization or with different agencies is needed.
- Establish timelines.
- Determine performance measures and milestones and expected deliverables.
- Communicate the plan. The basis of the plan, as well as its elements, should be communicated to all employees. Include why and how it was developed, how it will be applied, and how it will affect staff.

The workforce plan should be implemented in conjunction with the requirements of the agency's strategic plan. If the strategic plan changes due to unanticipated customer, leadership, or legislative changes, adjustments to the workforce plan and strategies may be necessary.

### **Key Questions:**

- Has the agency allocated the necessary resources to ensure an appropriate response?
- Has the agency assigned responsibilities and provided role clarity in carrying out the plan?
- Does the agency have a plan to conduct periodic monitoring to measure progress?
- Has the agency designed and planned a comprehensive communications program to augment implementation efforts?

**Seek:**

- Indications that the agency is making flexible use of its workforce, putting the right employees in the right roles across organizational boundaries.
- Understanding of action plan by all levels of employees.

**Tips:**

- Develop a project plan that establishes responsibilities with major milestones.
- Conduct periodic meetings with key staff to discuss progress and phases of implementation.
- Provide feedback to all levels of the organization.

Next week will address monitoring, evaluating, and revising strategies for the workforce plan.

For additional information concerning strategic planning, please visit our website at: [Kentucky: Personnel Cabinet - Kentucky Government Agency Strategic Plans and Progress Reports](#)

